

**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**Public Health Service**  
**Bemidji Area Indian Health Service**  
**Bemidji, Minnesota**

**INDIAN HEALTH SERVICE CIRCULAR NO. 01-10**

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Bemidji Area Policy on Area Health Care Facilities Committee

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**1. PURPOSE**

To establish policy and define operation for the Bemidji Area Health Care Facilities Committee (HCFC).

**2. BACKGROUND**

The Bemidji Area Office of Environmental and Engineering (OEH&E) consists of the Divisions of Facilities and Clinical Engineering (FCE), Environmental Health, and Sanitation Facilities Construction. The Area Director and the Director, OEH&E require Indian Health Service (IHS) and Tribal input and concurrence on program and policy issues. The HCFC was developed to serve as an advisory board to provide input to the Area Director and Facilities & Clinical Engineering Program and to solicit and disseminate information to the Area Tribes.

The Area Facilities and Clinical Engineering Program is responsible for the maintenance, repair, construction, and alteration of Indian Health Service owned or leased real property and to provide technical assistance to PL 93-638 Tribally operated health programs.

**3. POLICY**

- A. Area Health Care Facilities Committee Membership: The Committee shall be comprised of the following members:

|  |        |
|--|--------|
| Executive Officer, BAO                       | Member |
| Dir. Facilities & Clinical Engineering (FCE) | Member |
| Wisconsin PL 93-638 Representative           | Member |
| Michigan PL 93-638 Representative            | Member |
| Minnesota PL 93-638 Representative           | Member |
| IHS Service Unit Representative              | Member |
| TAB Representative                           | Member |

The FCE will serve as the Board chairperson.

- B. The FCE staff Engineer will serve as the Executive Secretary for the HCFC. The Executive Secretary will take minutes, prepare the agenda and items for presentation, and distribute them to all members of the board. The Area Director or the Area Executive Officer shall approve minutes and transactions.
- C. Designated Members. At-large members will volunteer. All Tribal and Service Unit representatives will be selected from volunteers and appointed by the Area Tribal Advisory Board (TAB). Members will serve for a period of two years and will have full voting rights.
- D. Open Membership. The semi annual Board Meetings are open to IHS and Tribal program staff. Each Tribe represented at facility board meetings will get one vote per Tribe on voting issues. IHS Service Unit will get one vote per Service Unit.
- E. Quorum. A quorum shall consist of 2/3 of the voting members identified in 3A above, which shall include the chairperson. In the event a member cannot attend he/she shall designate in writing to the Chairperson a representative who shall assume his/her voting rights.
- F. Meetings. The board shall convene a minimum of twice per year with one meeting in July or August to review and approve the area Facilities Engineering Program Plan (FEPP). The Area Director or the Board Chairperson may call additional special meetings.
- G. Committee's Responsibility. It shall be the Committee's responsibility to:
  - 1. Review the Annual FCE budget and distribution sheets
  - 2. Review and approve the annual FEPP
  - 3. Review and comment on proposed Repair by Replacement Projects (Only for Tribes Remaining in the M&I Project Pool)
  - 4. Review and update policies and procedures
  - 5. Review authorized space and compliance with the Supportable Space Policy
  - 6. Review and approve M&I pool projects

#### 4. GLOSSARY

Facilities Engineering Program Plan (FEPP) – This is an annual consolidated plan of work and budget expenditure for the Area Facilities Program.

Maintenance and Improvement (M&I) – This is the portion of the Facilities appropriations that is used for building repairs and improvements.

Oklahoma Formula – This is a mathematical model developed by the University of Oklahoma. It allows for the calculation of building maintenance costs and replacement cost projections. The Oklahoma Formula value is used to calculate a facilities routine (non-pool) share of M&I funds.

Pool – M&I Pool – This is the portion of the M&I fund that exceeds 100% of the calculated Oklahoma Formula for the IHS/Tribal facilities that elect to remain in the pool. These funds are then used to fund competitive projects that the facilities cannot support with their routine M&I funds.

Repair By Replacement – The IHS and Area policies allow for the replacement of a building rather than repairing major deficiencies. The repairs must meet a minimum percent of replacement dollar value threshold in order for the building to qualify.

Supportable space – IHS and the Area have policies that define supportable space. The policies set the upper value of eligible health care space based on official user population the IHS will support with M&I fund.

## **5. REFERENCES**

Bemidji Area Indian Health Service Circular No. 97-03 – Priority Ranking for Competitive Projects

Bemidji Area Indian Health Service Circular No. 98-01 – Project Number Assignment

Technical Handbook for OEH&E Volume VI, Facilities Engineering, Part 75, Supportable Space

Technical Handbook for OEH&E Volume VI, Facilities Engineering, Part 74, Repair by Replacement

Bemidji Area Indian Health Service, supplement to the IHS manual, Part V, Chapter 9, Facilities Engineering, - Participation of the M&I Project Pool

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1. Health Facilities Board
  - ✓ Proposed formation of Area Health Facilities
  - ✓ Board to make recommendations to the Facilities & Clinical Engineering Program
2. Board Mission
  - ✓ Strengthen Tribal and IHS facilities and public health programs
  - ✓ Enhance responsiveness to Tribal needs
  - ✓ Serve as advisory board to Area Facilities Program/Area Director
  - ✓ Assist with the communication and information exchange between the Tribes and IHS
3. Board Responsibilities
  - ✓ Review the annual FM budget and distribution sheets
  - ✓ Review and approve the annual Facilities Engineering Program Plan (FEPP)
  - ✓ Review and update policies and procedures
  - ✓ Review and compliance with supportable space policy
4. Responsibilities Continued
  - ✓ Review and comment on proposed Repair by Replacement Projects. (Only for Tribes remaining in the project pool)
  - ✓ Review and approve M&I pool projects
  - ✓ Solicit Tribal input on topics of discussion for HFB Meetings
5. IHS Responsibilities to the Board
  - ✓ Provide notice to all Tribes within the Bemidji Area concerning the date, location, and agenda of the Facilities Health Board (HFB) meetings
  - ✓ Coordinate HFB meetings, set agendas and record meeting minutes and develop background information
  - ✓ Prepare travel orders and vouchers for Tribal non-IHS representatives
6. IHS Responsibilities Continued
  - ✓ Provide HFB meeting minutes to all Tribes in the Bemidji Area
  - ✓ Solicit new HFB members as necessary – volunteers, IHS Units, Tribes
  - ✓ Provide all technical background information as needed to assist HFB in making recommendations
7. HFB Structure
  - ✓ Board to consist of 7 members
  - ✓ IHS Area will have three members (upper management)
  - ✓ One member will be from a Title 1 Tribe
  - ✓ One member will be from a Title 3 Tribe
  - ✓ One member will be from an IHS Service Unit appointed by the TAB
  - ✓ One member at large can be appointed by the TAB (optional)

## 8. HFB meetings

- ✓ Expected to have a minimum of 2 meetings per year – presently one annual meeting – Tribes having voting rights
- ✓ Members will not be paid for attending meetings, however, per diem will be paid in accordance with federal travel regulations
- ✓ Additional meetings can be called by the Area Director or the Area Facilities/Clinical Engineer

## 9. HFB Structure Continued

- ✓ One member will be appointed from a service unit by the TAB
- ✓ One member at large can be appointed by the TAB

## 10. Meetings continued

- ✓ Meetings will be open to visitors
- ✓ Meetings will be announced sufficiently in advance to allow anyone interested in attending to make travel plans

## 11. Board Membership (current)

- ✓ Executive Officer
- ✓ Director, Office of Environmental Health & Engineering
- ✓ Chief, Facilities & Clinical Engineering
- ✓ Title 1 Representative
- ✓ Title 3 Representative
- ✓ IHS Service Unit

## 12. Board Membership continued

- ✓ One at large member

## 13. Board Options

- ✓ Option #1: Have TAB charter HFB Board and make selections of Title 1, Title 3, Service Units and at large member (might include TAB member)
- ✓ Option #2: Area Director charter and make selections – select members bring to the board
- ✓ Option #3: Other